

# OFFICE OF SYSTEMS INTEGRATION

## REQUEST FOR PROPOSAL OSI 7100-181 UNEMPLOYMENT INSURANCE MODERNIZATION PROJECT



### SECTION 8 – PROPOSAL AND BID FORMAT

June 1, 2007  
Addendum 1

ISSUED BY:

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES  
TECHNOLOGY ACQUISITIONS SECTION  
707 3RD STREET, 2ND FLOOR  
WEST SACRAMENTO, CA 95605

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## 8 PROPOSAL AND BID FORMAT

### 8.1 Introduction

These instructions prescribe the mandatory proposal format and the approach for the development and presentation of proposals. Format instructions must be followed, all requirements and questions in the Request for Proposal (RFP) must be answered and all requested data must be supplied. The Bidder shall carefully examine the RFP and be satisfied as to the conditions to be complied with, prior to the Bidder submitting a proposal.

The State will not be liable for any costs incurred by any Bidder in responding to this RFP, regardless of whether the State awards the contract through this process, decides not to move forward with the Project, cancels this RFP for any reason, or contracts for the Project through other processes or by issuing another RFP.

There are three (3) separate submissions for this procurement which include: 1) the Letter of Intent to Bid, 2) Draft Proposal, and 3) Final Proposal. All submissions **must be** clearly labeled, RFP OSI 7100-181, identified as "Letter of Intent", "Draft Proposal", or "Final Proposal", and the Bidder's name. It is the responsibility of the Bidder to ensure that the proposals are received at the Department of General Services (DGS) to the Procurement Official in RFP Section 1.4, by the date and time specified in RFP Section 1.5, Key Action Dates.

### 8.2 Intent to Submit a Proposal

A Letter of Intent to Bid (RFP Section 5, Administrative Requirements, Exhibit 1) should be prepared and submitted in accordance with the date specified in RFP Section 1.5, Key Action Dates.

### 8.3 Draft Proposal

Draft Proposals must follow the format and content of the Final Proposal, except that the submission **must not** include actual dollar cost information. All dollar cost items must be filled in using **XXXs** in the Draft Proposal. Costs must include any additional information or language that will be shown in the Final Proposal, without providing any cost figures. The Contract with suggested changes must also be included, and must have **XXXs** in place of all cost figures. The Contract need not be signed at this point. It is important that all Exhibits and all cost tables be included with all entries except dollar figures.

**INCLUSION OF COST FIGURES IN THE DRAFT PROPOSAL MAY RESULT IN ELIMINATION OF THE BIDDER FROM FURTHER PARTICIPATION IN THE PROCUREMENT PROCESS.**

## 8.4 Final Proposal

The Final Proposal must be submitted by the date and time specified in RFP Section 1.5, Key Action Dates, and in the manner specified in RFP Section 2.3.6, Final Proposal. If color is used in proposals, all copies must be in color corresponding and matching to the “MASTER COPY” that will be part of the 26 copies.

## 8.5 Draft and Final Proposal Format and Content

The Draft Proposal and Final Proposal shall be completely sealed and one (1) complete set of all required volumes clearly marked “MASTER COPY”. Each **sealed** proposal in an opaque container **must be labeled** as follows:

Name of Contractor  
RFP OSI 7100-181  
(Draft or Final) Proposal

Proposals **must respond** to all mandatory requirements in the RFP. All requirements are mandatory except for those specifically labeled as (D) or Desirable. Bidders must also meet all mandatory requirements in the Final Proposal or the Final Proposal will be deemed non-responsive. Requirements must be addressed in the order they are presented in the RFP. Each RFP requirement response in the proposal must reference the exact location where the requirement is found. The Bidder must provide a reference table for the entire proposal that lists all the RFP requirements and where they are found in the proposal.

Proposals shall be in a Microsoft Word format. All pages in the proposal must be standard 8 ½ x 11 paper, except charts, diagrams, etc., which may be foldouts. If foldouts are used, the folded size must fit within the 8½ x 11 format. Double-sided printing is preferred. The following must be shown on each page of the proposal:

RFP OSI 7100-181  
Name of Contractor  
Proposal Volume Number  
Proposal part or exhibit number  
Page number

Page numbers must be located in the same page position throughout the proposal. Figures, tables, charts, etc. must be assigned index numbers and must be referenced by these numbers in the proposal text and in the proposal Table of Contents. Figures, etc. must be placed as close to text as possible.

A soft copy of all proposal information must be presented on non-rewriteable CDs. **The Cost Proposal information, using the required Excel spreadsheets, must be on a separate CD from the rest of the proposal, properly identified and sealed in the Cost Proposal package in a CD case. INCLUSION OF COST INFORMATION ANYWHERE, EXCEPT IN THE SEPARATELY SEALED (FINAL)**

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**COST PROPOSAL IS GROUNDS FOR DISQUALIFICATION OF THE BIDDER.**

The CDs **must be** labeled with the following information:

RFP OSI 7100-181  
Name of Contractor  
Proposal Volume Number  
Proposal part or Exhibit number

The proposal must be submitted in the number of copies indicated and must be structured in the following manner:

Volume 1 – Response to Requirements	26 copies
Cover Letter	
Table of Contents	
Part 1 - Executive Summary	
Part 2 - Response to Administrative Requirements (RFP Section 5)	
Part 3 – Response to Project Management Requirements (RFP Section 6A)	
Part 4 – Response to System Engineering Requirements (RFP Section 6B)	
Part 5 – Response to Technical Requirements (RFP Section 6C) including Exhibits 1-3	
Part 6 – Response to Deliverables & Acceptance Process (RFP Section 6D)	
Part 7 – Response to Proposal Requirements (RFP Section 6E)	
Volume 2 – Completed Contract	8 copies
Volume 3 – Cost Proposal (Draft Proposal –Cost figures replaced with XXXs.)	8 copies
Volume 4 – Supporting Documentation (Literature)	8 copies

One (1) complete set of the above saved on non-rewriteable CDs as prescribed above. The Cost Proposal Information must be on a separate CD in a CD case sealed with the rest of the Cost Proposal.

Each volume of the proposal must be provided separately in a three-ring binder.

## 8.5.1 Volume 1 – Response to Requirements

This volume must contain responses to the following sections:

1. RFP Section 5, Administrative Requirements.
2. RFP Section 6A, Project Management Requirements.
3. RFP Section 6B, System Engineering Requirements.
4. RFP Section 6C, Technical Requirements.
5. RFP Section 6D, Deliverables and Acceptance Process.
6. RFP Section 6E, Proposal Requirements.

All forms and Exhibits, except cost data, must be completed and included in Volume

1. Each page must be numbered as described above. Volume 1 must be in the order and format indicated below.

### 8.5.1.1 Cover Letter

The Cover Letter must be prepared and signed in accordance with RFP Section 2, Rules Governing Competition, Paragraph 2.3.6.1.4, Proposal Signature. The Cover Letter must be on the Bidder's official business letterhead stationary. Cost information **must not** be included in the Cover Letter. The Cover Letter must be included as the first page of the Proposal in Volume 1.

### 8.5.1.2 Table of Contents

All major parts of the Proposal, including exhibits, must be identified by volume, part, and page number. All figures, charts, graphs, etc. must be identified by index number and page number. A reference table of all RFP requirements and where they are found in the Proposal shall be included in a table labeled "RFP Requirements Reference Table".

### 8.5.1.3 Part 1– Executive Summary

Proposal Volume 1, Part 1 must contain an Executive Summary of the salient features of the Proposal. The Executive Summary must condense and highlight the contents of the Proposal to provide a broad understanding of the entire Proposal and to facilitate the evaluation of the Proposal by the State. Cost information **must not** be included in the Executive Summary or any other part of Volumes I, II, or IV.

### 8.5.1.4 Part 2 – Response to Administrative Requirements (RFP Section 5)

This part of the proposal must contain a response for each administrative requirement identified in RFP Section 5, Administrative Requirements, and include the documentation requested, as applicable.

Failure to respond to a requirement may be cause for rejection of the Proposal. The Bidder must indicate "YES", which certifies a commitment to the performance of each mandatory requirement. A "NO" response to any mandatory requirement in the Final Proposal will be deemed a material deviation which could result in disqualification of the Bidder.

Deleted: The Bidder must provide a response to each requirement. Volume 1, Part 2 must contain a detailed narrative of compliance and/or response for each item (all paragraphs and subparagraphs) identified in RFP Section 5, Administrative Requirements.¶

Deleted: Bidders are required to acknowledge and agree to each paragraph. Bidders must state compliance to each numbered paragraph, or numbered section by completing the legend found at the end of each section. Bidders must remove or photocopy RFP Section 5, Administrative Requirements, from the RFP and insert it into the response to Volume I, Part 2 with appropriate responses.¶ All requirements in RFP Section 5, Administrative Requirements, are mandatory.

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There are Exhibits and several required written responses to RFP Section 5, Administrative Requirements. A descriptive narrative and/or reference material is required and must be placed in Volume I, Part 2. Narrative information must be addressed separately for each requirement. Narrative information must be in the order in which requirements are presented in RFP Section 5, Administrative Requirements, and must reference the exact location, including RFP section number, section title, and RFP page number where the requirement is located.

**8.5.1.5 Part 3 – Response to Project Management Requirements (RFP Section 6A)**

This section must contain a response to each requirement in the RFP Section 6A, Project Management Requirements.

Bidders must remove or photocopy this section with the exact verbiage from the RFP and insert into the response to Volume 1, Part 3 agreeing to meet all requirements. Bidders must provide affirmative responses to each requirement in the designated column.

**8.5.1.6 Part 4 – Response to System Engineering Requirements (RFP Section 6B)**

This section must contain a response to each requirement in the RFP Section 6B, System Engineering Requirements.

Bidders must remove or photocopy this section with the exact verbiage from the RFP and insert into the response to Volume 1, Part 4 agreeing to meet all requirements. Bidders must provide affirmative responses to each requirement in the designated column.

**8.5.1.7 Part 5 – Response to Technical Requirements (RFP Section 6C)**

This section must contain a response to each requirement in the RFP Section 6C, Technical Requirements.

Bidders must remove or photocopy this section with the exact verbiage from the RFP and insert into the response to Volume 1, Part 5 agreeing to meet all requirements. Bidders must provide affirmative responses to each requirement in the designated column.

**8.5.1.8 Part 6 – Response to Deliverables and Acceptance Process (RFP Section 6D)**

This section must contain a response to each requirement in the RFP Section 6D, Deliverables and Acceptance Process.

Bidders must remove or photocopy this section with the exact verbiage from the RFP and insert into the response to Volume 1, Part 6 agreeing to meet all requirements.



Bidders must provide affirmative responses to each requirement in the designated column.

#### **8.5.1.9 Part 7 – Response to Section 6E, Proposal Requirements (RFP Section 6E)**

The Bidder must provide a response to all mandatory requirements. Failure to respond to a mandatory requirement in the Final Proposal shall be cause for rejection of the proposal.

The following sections must be completely addressed:

1. Corporate Capability.
2. Key Staff including the Qualifications Summary Form, Exhibit 8.1 and a resume for each position (See RFP Section 6E, Requirement 17).
3. Project Management Proposal Requirements.
4. Technical Solution Proposal Requirements.
5. Description of Demonstration.

#### **8.5.2 Volume 2 – Completed Contract**

Bidder shall submit four (4) copies of the Contract with four (4) original signatures on the Standard 213, Standard Agreement for I.T. Goods/Services Only included in the Master Copy only. See RFP Section 11, Contract. The State Model Contract language cannot be altered and no negotiation of terms will be permitted. Any alteration shall be cause for rejection of the Final Proposal. All copies of the contract must bear the signature of an individual authorized to bind the firm as specified in RFP Section 2, Rules Governing Competition, Paragraph 2.3.6.1.4, Proposal Signature.

#### **8.5.3 Volume 3 – Cost Proposal**

Volume 3 must be separately sealed and clearly labeled: Volume 3 – Cost Proposal. It will not be opened for evaluation until the evaluation and scoring of RFP Section 5, Administrative Requirements, and RFP Sections 6A - 6E, Management, Technical, and Proposal Requirements, have been completed as described in RFP Section 9, Evaluation. Volume 3 must contain all completed tables required by the RFP in hard copy. The organization of Volume 3 must be in the order of the numbered cost worksheets.

The Draft Proposal submission, Volume 3 (Cost Proposal), must contain XXXs instead of cost figures. **Inclusion of cost information anywhere except in the (Final) Cost Proposal is grounds for disqualification of the Bidder.** For the Final Proposal submission, the Cost Proposal will not be opened for evaluation until the rest of the proposal has been evaluated and scored in accordance with RFP Section 9, Evaluation, and determined by the evaluation team to be a compliant proposal.

The Cost Proposal information must be provided on a separate CD in a CD case and **included in the separately sealed** "Cost Proposal". Bidders shall enter cost information in the separate electronic version of the Cost Proposal Evaluation Sheet and submit the completed CD with Volume 3. Bidders shall not modify the Cost Worksheets except to enter costs or dollar figures into appropriate cells.

The State will provide electronic copies of the cost worksheets in Appendix J to all Bidders that submit a Letter of Intent to Bid.

#### 8.5.4 Volume 4 – Supporting Documentation (Literature)

Volume 4 must contain all technical and other reference literature necessary to support the responses to requirements in this RFP.

If the Bidder chooses not to provide such material, a statement of intentional omission must be provided in Volume 4.

Any technical or other reference literature included in the Bidder's proposal should reference the RFP section number, section title, and page number to which the literature is pertinent.

## EXHIBIT 8.1 – QUALIFICATIONS SUMMARY FORM

Bidders should read the following instructions prior to completing the Qualifications Summary Form for proposed Key Staff. Incomplete or inaccurate information may result in the Final Proposal being deemed non-responsive. The completed Forms must provide comprehensive and concise descriptions that will allow the Evaluation Team to evaluate the experience.

**The Qualifications Summary Form must detail how the experience was obtained to meet each Mandatory and Desirable Requirement (as appropriate). Complete the forms using MS Word and as necessary expand the size of table cells or number of rows to accommodate required information. The Qualifications Summary Form requires the following information:**

### **Proposed Key Staff Project History:**

List the project history for the proposed staff. If the experience was gained through multiple projects, a description of each project should be provided. The same project may be used to meet multiple requirements as appropriate. . The Project Reference Number is in the first column of the Key Staff Project History Table. Add more rows to the table if more than five projects are referenced to meet the requirements.

- Project Name – The specific name of the project.
- Brief Project Description – This response must be succinct and provide background on the project, such as the project duration, size of the project, total contract value, technologies involved, and size and organization of the project team, as applicable.
- Start Date – The date must be entered in mm/yyyy format and provide the date the proposed staff started employment on the project. This date shall be the first full month the proposed staff was on the project.
- End Date – The date must be entered in mm/yyyy format and provide the date the proposed staff left the project. This date shall be the last full month the proposed staff was on the project.

### **Requirement Table:**

- Requirement Number – Enter each RFP requirement number associated with each Key Staff position.
- Requirement – Enter the RFP requirement text
- Requirement Experience Total (Years/Months) – Enter the sum of the experience gained in all referenced projects for the specific requirement. For example, if the applicant had 1 year 2 months experience on project #1 and 4 years 1 month experience on project #2 for Requirement #1, then enter a total of 5 years / 3 months.

- Project Reference # and Project Name – Enter the applicable project reference # and name from the Proposed Resource Project History table. The Bidder shall only use projects that satisfy the specific requirement.
- Average Hours Per Week (Avg Hrs/Week) – Enter the average number of hours worked per week on the specific project. For example, for a part time employment base over a one year period, if a 50% time base was worked, only six months experience can be claimed or if a 25% time base was worked, only three months experience can be claimed.
- Years/Months (Yrs/Mos) – Enter the time on the project that the individual actually gained the specific experience. For example, an individual may work on a project for two years but only gain experience performing a task for six months when their role or responsibilities change over the course of the two years.
- Proposed Resource's Role, Responsibilities and Tasks Performed – This area shall identify the proposed resource's role in the project and provide information on assigned responsibilities, tasks performed, and applications and technologies used.

### **Key Staff References**

Provide at least three references for each proposed Key Staff.

## Qualifications Summary Form Template

Proposed Resource Name:	
Proposed Key Staff Position:	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor	
The Bidder shall list the project information required below that qualifies the proposed resource for the duties and responsibilities on this project for the Key Staff Position. Note: This form must clearly describe how the proposed resource meets each of the requirements for the proposed Key Staff Position detailed in Section 6E. <i>(Use additional space/project reference boxes as necessary. Do not refer to resumé)</i>	

### PROPOSED RESOURCE PROJECT HISTORY

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

<b>Requirement # :</b>	<b>Requirement:</b>	<b>Requirement Experience Total (Yrs/Mos):</b>
Project Reference # and Project Name:	Avg Hrs/Wk	Yrs/Mos:
Proposed Resource's Role, Responsibilities, and Tasks Performed:		
Project Reference # and Project Name:	Avg Hrs/Wk	Yrs/Mos:
Proposed Resource's Role, Responsibilities, and Tasks Performed:		
Project Reference # and Project Name:	Avg Hrs/Wk	Yrs/Mos:
Proposed Resource's Role, Responsibilities, and Tasks Performed:		

## Qualifications Summary Form Template, continued

### Key Staff References

List at least three (3) references for proposed Key Staff and numerically rank the references in the order preferred for the State to make contact. Number 1 will be the first contacted. Add additional rows if needed.				
Client Name and Address	Client Contact Name	Contact Phone Number including area code	Contact email address	Description of Working Relationship (e.g., supervised proposed key staff)
1.				
2.				
3.				